**Nicolette Gomez**

Lp 113A Morne Coco Road,

Petit Valley.

Contact: 378-8202

Email: rileyann.gomez@yahoo.com

Dear Sir/Madam,

I am applying for any available position suitable for my qualifications at your organization. With my persistence, skills and willpower for good quality service in everything I do, I am prepared to become a direct contributor to your organization.

My strong creativity and unique organizational skills, together with my ability to work well under pressure, ensures me to play a vital role in fast pace environments.

Enclosed is my résumé for your review, hopefully an interview with me would be considered so that I can personally discuss with you how my skills and assets can benefit your organization.

Sincerely,

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NICOLETTE GOMEZ

**Nicolette Gomez**

**Objective:** I would like to obtain a position that employs and further develops each of my skills and will allow me to work my way up into a position of my responsibility.

**Characteristics**: I am hard working, punctual and appealing. I am goal oriented and would often go the extra mile to ensure good quality service.

**Work Experience**

**Natasha Video Store (2004-2006)**

**Responsibilities:**

* Assisting customers
* Cashing
* Taking inventory

**Fine choice Meats Limited (2007-2008)**

**Responsibilities:**

* Production Worker
* Packaging meat products
* Working with stipulated time

**Housing Development Corporation (2008- 2010)**

**Responsibilities:**

* Communicating with strangers
* Conducting interviews
* Use appropriate communication skills
* Field interviewer

**Education:**

**School: Brazil Secondary (2003-2007) CSEC**

**Courses: Grade**

* Social Studies 3
* Human and social biology 3
* English A 2

**Arima North Secondary (2008)**

**Courses Grade**

* Mathematics 3

**Arima North secondary: (2011)**

**Courses Grade**

* Principle of business 2
* Social studies 2

**Currently pursuing a Bachelor degree in Basic General Nursing.**

**Skills:**

* Basic Knowledge of Microsoft Excel, Word and Power Point
* Proper phone etiquette
* Good communication skills with customers

**References:** Police Constable Thaddeus Caraballo (710-9388).